

S-E-C-R-E-T

IMPROVEMENTS IN CABLE FORMAT AND PROCESSING

During the past two years the format of cables and techniques employed to process them have been changed. Many of you have probably wondered why these changes were necessary.

New Processing Methods

The basic reason for these changes is to facilitate efficient reproduction and distribution of cables at headquarters. Over

25X9A2 [redacted] cables are processed at headquarters on a busy day, and it is necessary to segregate and categorize them so that each category of cables can be processed in the most efficient manner possible.

The best results are obtained by using a format which enhances the reproduction technique. For instance, all Organization cables are now paged with twenty lines per page. When regular cables are received at headquarters, they are printed out in page form directly on to multilith master material. A message "header" is then pasted on to the master and the cables are reproduced on an offset press. This combination of format and processing technique precludes the need to retype or recopy cables as was required in the past, and saves both time and money. It also reduces the time required to distribute field reports at headquarters and has facilitated the dissemination of information to other agencies. One special category of cables with limited distribution is printed out and distributed at headquarters on NCR paper. This technique has proven to be the fastest and most economical means of processing.

25X1A

Approved For Release 2000/08/29 : CIA-RDP78-04724A000800010006-1

Approved For Release 2000/08/29 : CIA-RDP78-04724A000800010006-1

cumbersome. Today, however, 90 percent of our electrical correspondence is processed using sophisticated cryptographic equipment and procedures, and the use of too many or odd abbreviations should be avoided.

Future Improvements

Plans are being made to use computers to automate the processing of electrical correspondence at headquarters, and it is hoped that many more improvements can be made within the next two or three years.